

Production Coordinator Job Description

- Develop and maintain production schedules that meet customer demand and deadlines
- Coordinate with suppliers to get raw materials and components on time
- Keep tabs on the inventory and order placement for maintaining optimal stocks
- Analyze production data for any bottlenecks and areas of improvement.
- Interact with quality control departments to ensure production is carried out according to specified standards
- Interaction with the sales and customer service department to respond to any production-related queries from these areas
- Establish and maintain production tracking systems
- Attend regular production meetings to discuss the progress, problems, and solutions
- Prepare production reports and their distribution
- Organize equipment servicing schedules in order to avoid costly down-time
- Implement safety regulations and company policy
- Aid in training new production employees
- Participate in continuous improvement to enhance the efficiency of production
- Manage production-related documentation and records
- Coordinate with the logistics teams to ensure that the finished products are shipped out in time
- Assist in material and labor forecasting for production runs
- Troubleshoot production problems with real-time solution of the issue
- Coordinate with engineering teams for product design changes at the beginning to improve the manufacturability
- Track the production costs and recommend cost-reduction programs

- Coordinate with cross-functional teams to resolve complex production problems
- Assist in developing and implementing SOPs
- Design production staff schedules and overtime and manage arising demands of production
- Participate in new product introduction processes
- Regularly audit the production process to ensure uniformity and quality
- Stay updated with current production techniques and adopt new technologies in production.